

WPFW STATION BOARD ELECTION CANDIDATE APPLICATION KIT AUTUMN 2018

Any member interested in being considered as a Candidate in the 2018 WPFW Local Station Board (or LSB) election will find the following documents in this package:

CHECKLIST OF MATERIALS FOR SUBMISSION.....	2
WPFW LOCAL STATION BOARD ELECTION TIMELINE	3
OVERVIEW OF THE ELECTION OF THE WPFW STATION BOARD	3
JOB DESCRIPTION OF A LOCAL STATION BOARD MEMBER	4
USEFUL LOCAL STATION BOARD SKILLS.....	5
THE ELECTION METHOD OF THE WPFW STATION BOARD	6
PACIFICA’S MISSION STATEMENT	7
COVER SHEET	8
WPFW CANDIDATE STATEMENT	9
WPFW CANDIDATE QUESTIONNAIRE	9
WPFW 2004 FAIR CAMPAIGN PROVISIONS	10
LOCAL STATION BOARD DELEGATE NOMINATION PETITION.....	12

Send your completed materials to nes@pacificafm.org and/or mail to: WPFW Election Supervisor, 1929 Martin Luther King Way, Berkeley, CA 94704-1037.

All materials must be received by the Election Supervisor by 5PM (Pacific time) on Wednesday, October 24, 2018. Postmarks are not adequate. Please note that incomplete submissions will cause you to fail to qualify for the ballot. It is the candidate’s responsibility to ensure that her/his nomination packet is complete.

Prospective candidates must notify the Election Supervisor of their intent to file at the earliest possible point by calling 604.649.2044 or e-mailing nes@pacificafm.org. The Election Supervisor will ensure that candidates get a nomination packet, and advise them of regional signature-gathering events during the nomination period.

To facilitate the gathering of petition signatures, note that you may submit a statement of up to 500 words immediately, which will be posted on the WPFW election web site for listeners to browse, contact you with questions, or offer to sign your petition. This statement can later become your candidate statement if you run, or you may submit a revised statement.

The WPFW Election Supervisor can be reached by phone at 604.694.2044 or by e-mail at nes@pacificafm.org.

To find these documents online, and for more information on the Local Station Board, visit the website of the LSB at www.WPFWFM.org.

CHECKLIST OF NOMINATION MATERIAL

CANDIDATES MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

- Completed Cover sheet
- Candidate Statement of up to 500 words
- Candidate Questionnaire
- Signed Fair Campaign Practices Sheet
- Nomination Petition with 15 Valid Signatures

It is the responsibility of the Candidate to ensure that all required documents, and all required fields within the documents, are submitted properly by October 24, 2018, the deadline for nominations for this election.

If you submit your documents early and they are incomplete, the Election Supervisor MIGHT contact you and ask you to supply that information. If you submit your documents at the last minute and they are incomplete, there will be no opportunity to check for its completion and your application, if incomplete or incorrect, will unfortunately be rejected.

Please submit completed nomination materials to:

Graeme Drew, National Election Supervisor
1929 Martin Luther King Jr. Way
Berkeley, CA 94704-1037

Please keep a copy of all materials you submit for your records.

WPFW LOCAL STATION BOARD ELECTION TIMELINE

- Nomination Period September 24 to October 24, 2018
- Deadline for voters to qualify to vote October 1, 2018
- Campaign Period October 25 to December 20, 2018
- Voting Period November 15 to December 20, 2018
- Ballots are Counted / New LSB members seated December 21-31, 2018

OVERVIEW OF THE ELECTION OF THE WPFW STATION BOARD

The WPFW Local Election Supervisor will hold an election to seat 12 delegates to 3-year terms of the Local Station Board. There will be separate but parallel elections for both Listener and Staff Delegates to the Local Station Board.

One function of the board is to see that the needs of the station and the community are being met, from programming to budgets. A second function is to report on and represent the station to the Pacifica National Governing Board through appointed representatives.

With these duties in mind, board Delegates are elected for a number of reasons:

- To set a model of accountability for the National Board;
- To strengthen the legitimacy of the Local Station Board;
- To bring diverse, grassroots voices from the community into the dialogue between the community and the station.

There are two ways to qualify to vote as a "Listener-Sponsor Member":

- **SUBSCRIBER:** Donate \$25+ to WPFW between Oct 2, 2017 and Oct 1, 2018.
- **VOLUNTEER:** Complete 3+ verifiable volunteer hours at WPFW during the same period.

Nominations will be accepted through October 24, 2018. Candidates must be qualified voters and submit Nominating Petitions with 15 signatures of qualified voters in support of the candidate. From now until the close of the nomination period, the Election Supervisor and Election Committee will hold regional nomination events where candidates and voters can meet and sign petitions.

To facilitate the gathering of petition signatures, you may submit a statement of up to 500 words immediately, which will be posted on the WPFW election web site for listeners to browse, contact you with questions, or offer to sign your petition. This statement can later become your candidate statement if you run, or you may submit a revised statement.

We'll post candidate data online and after the nomination process is complete, host on-air candidate forums. Qualified Voters will receive their ballots in the mail in November 2018. **Completed ballots are due to be received no later than December 20, 2018.**

There are 9 listener seats and 3 staff seats being chosen during this election. The entire Local Station Board consists of 18 listener delegates as well as 6 staff delegates who are elected by staff.

Pacifica's mission and principles require that we strive to achieve diversity on the Station Board, and voters are urged to consider that in casting their votes.

JOB DESCRIPTION OF A LOCAL STATION BOARD MEMBER

The WPFW Station Board will be elected by the subscribers and staff of the station. The Local Station Board will have the following powers and responsibilities which are established by the bylaws of the Pacifica Foundation.

- The Local Station Board appoints the directors of the Pacifica Foundation which manages the radio stations in New York, NY, Washington, DC, Houston, TX, Los Angeles, CA, and Berkeley, CA. The Local Station Board can recall these Foundation directors by a simple majority of the Local Station Board.
- The Local Station Board also appoints from its own member representatives to serve on committees of the National Foundation responsible for finances, programming, governance, and other matters.
- The Local Station Board will vote to send 4 of its members to act as Delegates on the National Board

In addition, the Local Station Board has the following duties and responsibilities:

- Acting as liaisons for the local community to the Station Management (Board and Staff) and the Pacifica Foundation.
- Actively reaching out to under-represented communities to help the station serve a diversity of all races, creeds, colors and nations, classes, genders and sexual orientations, abilities, and ages. The Local Station Board is also directed to help build collaborative relations with organizations working for similar purposes.
- Assisting the station in fundraising activities.
- Conducting at least 2 Town Hall style meetings each year which are devoted to hearing listeners' views, needs, and concerns. Community needs assessments must be performed by the Local Station Board, or by a separate Community Advisory Committee formed by the Local Station Board for that purpose.

- In conjunction with Station Management and Staff, ensuring that the radio station's programming fulfills the purposes of the mission of the Pacifica Foundation.
- Review and approve of the radio station's budget. Quarterly reports by the local station board must be forwarded to the Pacifica Foundation board of directors on the station's budget, actual income and expenditures.
- Screening and selecting a pool of candidates for the position of General Manager at each radio station. From this pool of candidates the Pacifica Foundation Executive Director will hire the station's General Manager.
- Screening and selecting a pool of candidates for the position of Program Director at each radio station. From this pool of candidates the General Manager will hire the station's Program Director.
- Writing annual evaluations on the job performances of the radio station's General Manager, Program Director and the Pacifica Foundation Executive Director.
- The Local Station Board and the Pacifica Foundation Executive Director are responsible for hiring each station's General Managers. Both the Pacifica Foundation Executive Director and Local Station Board must reach a mutual decision to terminate a General Manager. If these 2 parties cannot agree the decision will be made by the Foundation's Board of Directors.

Each individual member of the Local Station Board is expected to attend monthly meetings and to serve on at least two of the Local Station Board committees.

USEFUL LOCAL STATION BOARD SKILLS

1. Honesty, integrity, and commitment to the Pacifica Mission;
2. The ability to inquire and investigate areas of concern pertaining to WPFW and the Pacifica Foundation;
3. The ability to work in a collaborative process;
4. The ability to listen to others and take their concerns seriously;
5. The ability to withstand a barrage of input, often criticism, from the community without becoming defensive or overwhelmed;
6. The ability to make difficult decisions that may be perceived as controversial and unpopular, and the ability to withstand public pressure, which is often in the nature of the job;
7. The capacity to stand up to tremendous opposition;
8. A sense of humor;
9. The ability to resist the temptation to abuse power;
10. The ability to compromise;
11. The ability to do the work required of the specific position;
12. Working knowledge of or willingness to learn Roberts Rules of Order and parliamentary procedure; and,
13. Comfort in using the Internet and e-mail.

THE ELECTION METHOD OF THE WPFW STATION BOARD

According to the bylaws, this election will use the CHOICE VOTING form of proportional representation (also call “**Single Transferable Vote**” or simply “STV”). Proportional representation refers to voting systems in which groups of voters win representation in proportion to their numbers. For example, 10% of the voters will elect approximately 10% of the seats, 20% of voters will elect 20% of the seats and so forth. The majority wins a majority but not all of the seats, while minority viewpoints also win their fair share of the seats. The CHOICE VOTING form of proportional representation is a system in which voters rank candidates in order of choice. The method of tallying votes is designed to facilitate each voter having someone elected to the board that is acceptable to him/her. CHOICE VOTING tends to prevent monolithic “slates” of candidates from monopolizing a board. In this way, CHOICE VOTING promotes diversity and democracy. This is different from winner-take-all elections where the majority has the potential to elect every single seat on the board, leaving minority viewpoints un-represented.

HOW IT WORKS

If there are 25 candidates for nine positions, then every ballot will ask members to RANK the 25 candidates in order of preference, from 1 to 25.

Since there are nine spaces to be filled, it will take a little more than 10% of the vote for a candidate to reach the proportional threshold necessary to win election. This is because if nine candidates each got 10.01% of the vote, this would add up to 90.09% of the vote. It would then be impossible for a tenth candidate to have more votes than those top nine, since there is only 9.91% of the vote remaining.

In the first round of voting, the first place candidate on each ballot receives one vote. Any candidate that has achieved the threshold percentage is declared a winner.

At this point second place votes begin to count. First, candidates that had more votes than they needed (say, 13%), have portions of their vote redistributed to the second choice candidates of the individuals who placed them first on their ballots. Second, low vote-getting candidates, who are below the point where it would be possible for them to achieve the threshold, also have their votes distributed to the individuals who were ranked second on their ballots.

Through a series of rounds of redistributing votes this way, eventually a full Board of nine individuals achieves the threshold, and are declared elected.

Important advice for voters:

- **There is no reason to vote strategically.** Because your first choice vote counts entirely for your preference as long as s/he needs the vote to be elected, it never hurts your candidate to rank others below her/him.
- **Rank as many candidates as you have opinions about.** Because your ballot continues to shape the results for as long as it takes to fill a complete Board, it is always a good idea to rank many candidates. Ranking additional candidates ensures that your vote is maximized, and no part of your vote will be wasted.

- **The best strategy for a voter is to rank every candidate in order, or as many candidates as you have an opinion about.**

VOTE QUORUM REQUIRED

To make this election valid, the bylaws require at least 10% of the eligible voters to actually vote. The on-air staff will encourage listeners to run for office and to cast their ballots but must refrain from endorsing candidates on-air.

PACIFICA'S MISSION STATEMENT

- (a) To establish a Foundation organized and operated exclusively for educational purposes no part of the net earnings of which inures to the benefit of any member of the Foundation.
- (b) To establish and operate for educational purposes, in such a manner that the facilities involved shall be as nearly self-sustaining as possible, one or more radio broadcasting stations licensed by the Federal Communications Commission and subject in their operation to the regulatory actions of the Commission under the Communications Act of 1934, as amended.
- (c) In radio broadcasting operations to encourage and provide outlets for the creative skills and energies of the community; to conduct classes and workshops in the writing and producing of drama; to establish awards and scholarships for creative writing; to offer performance facilities to amateur instrumentalists, choral groups, orchestral groups and music students; and to promote and aid other creative activities which will serve the cultural welfare of the community.
- (d) In radio broadcasting operations to engage in any activity that shall contribute to a lasting understanding between nations and between the individual of all nations, races, creeds and colors; to gather and disseminate information on the causes of conflict between any and all such groups; and through any and all means compatible with the purposes of this corporation to promote the study of political and economic problems and of the causes of religious, philosophical and racial antagonisms.
- (e) In radio broadcasting operations to promote the full distribution of public information; to obtain access to sources of news not commonly brought together in the same medium; and to employ such varied sources in the public presentation of accurate, objective, comprehensive news on all matters vitally affecting the community.

COVER SHEET

“I have read and understand the WPFW Local Station Board election rules provided me and as a qualified voter, declare my candidacy for the Listener-Sponsor / Staff Delegate (status as specified below) seat on the WPFW Local Station Board.”

My Candidate status is: Listener-Sponsor: ____ Staff: ____

Printed Name _____

Signature _____ Date _____

Address _____

City / State / Zip _____

Please print your name EXACTLY as you wish it to appear on the ballot:

Mailing address (if different from above)

Address _____

City _____ State _____ Zip _____

Preferred phone _____ (Circle one: home work cell)

Other phone _____ (Circle one: home work cell)

Email _____

Complete contact information is REQUIRED. If we are unable to contact you, your name will not appear on the ballot.

Are you 16 years of age or older? ____yes ____no

The following information is requested per Pacifica’s diversity goals, but is not required:

What is your gender? _____

What is your race? _____

What is your sexuality? _____

Do you have any physical disabilities? _____

WPFW CANDIDATE STATEMENT

Each candidate is entitled to have a statement of 500 words or less, made available to every voter with their ballot. **You are required to submit a candidate statement in order to be placed on the ballot. Candidates who do not submit a statement will be disqualified.**

We will also post your statement on the station's election web page (Note that your statement can be posted before you are officially nominated to facilitate listeners' ability to find candidates whose petitions they want to sign).

In drafting your statement, **you must begin with your name**, try to include your main theme or qualification you want to stress in your opening paragraph, as this is all many voters may read. As part of your statement, you may also list the names of up to 5 of your nominators at the end.

You may submit your statement immediately to facilitate gathering nominating signatures, but **your final candidate statement, to be included in the ballot mailing, must be received by the Election Supervisor no later than October 24, 2018.**

WPFW CANDIDATE QUESTIONNAIRE

Candidates must answer the following questions and submit along with their final statement. If possible an electronic version should be submitted to avoid the need to retype it.

- 1) Why do you want to be on the Local Station Board?
- 2) How do you envision the Local Station Board working with the Pacifica Foundation, WPFW and the community?
- 3) How could the station better serve its listeners?
- 4) Describe some actions you would take to increase the influence of the station in underrepresented communities and to increase the diversity of the listening audience?
- 5) What sources of funding, other than listener donations, do you feel WPFW should solicit?
- 6) Please state briefly the skills, experience, educational background, work history, organizational affiliations, areas of community service, areas of interest and expertise that you would bring to the Pacifica network as a member of the Local Station Board.
- 7) Do you anticipate missing any Local Station Board meetings due to family or job related problems or inadequate transportation?
- 8) On which Local Station Board committees* are you interested in actively serving? If you are a current Local Station Board member, on which committees do you currently serve?

***Please see www.WPFWFM.org for a complete list of Local Station Board committees.**

WPFW 2018 FAIR CAMPAIGN PROVISIONS

The bylaws require every candidate and staff member (paid and unpaid) to sign this statement that they have read and understand these fair campaign provisions. Candidates must submit signed statements to the Election Supervisor no later than October 24, 2018.

1. No Foundation or radio station management or staff (paid or unpaid) may use or permit the use of radio station air time to endorse, campaign or recommend in favor of, or against any candidates for election as a Listener-Sponsor Delegate, nor may air time be made available to some Listener-Sponsor Delegate candidates but not to others.
2. All candidates for election as a Listener-Sponsor Delegate shall be given equal opportunity for equal air time, which air time shall include time for a statement by the candidate and a question and answer period with call in listeners.
3. No foundation or radio station management or staff (paid or unpaid) may give any on-air endorsements to any candidates for Listener-Sponsor Delegate.
4. The Board of Directors may not, nor may neither LSB, nor any committee of the Board or of an LSB, as a body, endorse any candidates for election as a Delegate; however, a Director or Delegate who is a Member in good standing may endorse or nominate candidates as an individual.
5. In the event of any violation of these provisions for fair campaigning, the local Elections Supervisor and the National Elections Supervisor shall determine, in good faith and at their sole discretion, an appropriate remedy, up to and including disqualification of the candidates and/or suspension from the air of the offending staff persons (paid or unpaid) for the remainder of the elections period.
6. All candidates, programmers and staff members (paid or unpaid) shall sign a statement certifying that they have read, understood, and accept these fair campaign provisions.

In addition to the foregoing provisions, in order to certify a fair election, the National Elections Supervisor has adopted the following rules:

7. **Website Endorsements:** All programmers that maintain a website with WPFW logos and/or references to their own WPFW programming are subject to, and shall be bound by these rules:
 - a. Programmer website candidate endorsements are not permitted, nor are any specific candidate references, either explicitly or via hyperlink to another web page; this directive pertains to all programmer websites linked through www.WPFWFM.org
 - b. Endorsement emails (web-based & list serve) are permitted.
 - c. Email endorsements shall be fact based (no personal attacks).
8. **Station Resources:** No station resources, including, but not limited to staff

services, equipment, and meeting space may be provided unequally to some candidates but not others.

9. **When Fair Campaign Provisions Begin:** A listener member will be deemed a candidate, and thus subject to the fair campaign provisions, *once the individual has requested a nomination packet from the Local Election Supervisor*. The Local Election Supervisor will provide to the General Manager, and post on the elections web site, a list of all Listener-Sponsor Delegate Candidates. Staff will be expected to check this list before scheduling any guests, or participating in a call-in show, etc. in order to assure compliance with the fair campaign provisions.
10. **Prospective Candidates:** Pacifica and station staff and management are prohibited from making endorsements on the air, or on any Pacifica or station-identified web site, or at any other Pacifica controlled venue or facility, of either prospective candidates before the nomination deadline, or actual candidates after the nominations are closed.
11. **Listener-Organized Meeting Announcements:** Any listeners may organize community meetings to bring together listeners and prospective candidates for the purpose of learning about prospective candidates and collecting petition signatures. Any such events may be announced on-air provided they have been approved by the Local Election Supervisor, are open to any listener, are in a handicap-accessible location, do not endorse any candidates, and do not raise money for any candidates, or promote events to raise money for any candidates.

“I have read, understand, and accept the above WPFW fair campaign provisions.”

X _____

Date _____

Printed name: _____

____ Candidate ____ Paid Staff ____ Unpaid Staff

**PLEASE BE ADVISED THAT THESE 2018 FAIR CAMPAIGN PROVISIONS
ARE SUBJECT TO CHANGE PER THE NATIONAL ELECTION SUPERVISOR**

LOCAL STATION BOARD DELEGATE NOMINATION PETITION - LISTENER

The signers of this nomination petition, as well as the candidate, must be qualified voters as either **SUBSCRIBER** (donated \$25+ to WPFW between October 2, 2017 and now) or **VOLUNTEER** (completed 3+ verifiable volunteer hours at WPFW during the same period).

The information indicated below is required so that the Election Supervisors may verify qualified nominators. It might be wise to collect a surplus of signatures to ensure 15 valid nominators. You may photocopy this form for gathering additional signatures.

Completed petitions with a minimum of 15 valid signatures must be received by the Election Supervisor no later than October 24, 2018.

“By signing below I am affirming that I am a member qualified to vote in the upcoming WPFW Local Station Board Delegate election, and I am joining with others to nominate _____ as a candidate for the WPFW Local Station Board.”

Name (printed)	Phone Number	E-Mail Address	Signature